

# Chapter 4. FLIGHT SERVICE OPERATING PROCEDURES

## Section 1. GENERAL

### 4-1-1. ACCEPTING NOTAM INFORMATION

FSS facilities shall accept and document all aeronautical information regardless of source, provided the occurrence is no more than 3 days in the future. Information from other-than-authorized authorities shall be verified prior to NOTAM issuance.

### 4-1-2. NATIONAL NOTAM OFFICE RELATIONSHIPS

a. The USNOF, ATT-134, is charged with monitoring the United States Notice to Airmen System (USNS). The USNOF shall monitor the NOTAM system for compliance with the criteria and procedures set forth in this order. When questions arise on dissemination, formats, contracting, or other aspects of the distribution system, the USNOF should be consulted. Every effort should be made to comply with

the advice given by the USNOF; however, FSS specialists are responsible for the format, clarity, and dissemination of NOTAM's within their flight plan area.

b. Discrepancies in procedures or format shall be recorded, and ATA-100 shall forward a list of the discrepancies to ATP-320 and the regional Air Traffic division.

#### c. Editing:

1. The USNOF may edit any NOTAM that does not conform with the formats and/or examples contained in this order. The contents of a NOTAM shall not be changed without notifying the originating facility.

2. Should the USNOF edit a NOTAM and change the intent, the NOTAM shall be cancelled by the issuing facility and reissued as a new NOTAM.

## Section 2. PREPARING NOTAM'S FOR DISSEMINATION

### 4-2-1. NOTAM COMPOSITION

a. NOTAM's issued when the condition of a number of facilities, NAVAID's, services, or landing areas/runways are related to the same event (e.g., date/time, facility closing, part-timing, runway closures, etc.) shall be issued as separate NOTAM's.

b. Each NOTAM concerning a specific aid, service, or hazard shall be a complete report including all deviations unless reference is made to other restrictions already published.

c. If information is published elsewhere and is still valid, reference shall be made to that publication with the statement, "PLUS SEE (*publication*).". A NOTAM issued not stating "PLUS SEE (*publication*)" indicates the NOTAM replaces previously published similar data.

#### EXAMPLE-

*!XYZ 00/000 XYZ VOR UNUSBL 010-030 BYD 10  
BLW 4000. PLUS SEE AFD*

d. NOTAM's shall state the abnormal status of a component of the NAS and not the normal status. The only exception is when data which has been published is being replaced; e.g., 9/27 OPEN, VOR RTS.

e. All NOTAM's should have an expected time or date/time of return to service or return to normal status. Absence of a date/time group will mean that the condition is in effect and will continue until further notice (UFN). Do not transmit UFN in the NOTAM text. The absence of a return to service time may be grounds for automatic publication by NFDC.

f. The virgule "/" is used in the NOTAM text to indicate "and"; e.g., 17/35 CLSD, or 1/19 CLSD 12500/OVR.

#### NOTE-

*The plus-sign (+) will not be used in NOTAM data.*

g. Altitude and height shall be in feet MSL up to 17,999; e.g., 275, 1225 (feet and MSL shall not be written), and in flight levels (FL) for 18,000 and above; e.g., FL180, FL550. When MSL is not known, specify AGL; e.g., 1304 AGL, etc.

h. WEF: Indicates the date/time a condition will exist or begin.

#### EXAMPLE-

*1. !ABC ABC VOR OTS WEF 0004281600*

Explanation: The VOR is expected to go out of service at 1600 on April twenty-eight, 2000, and remain out until further notice.

*2. !ABC xx/xxx ABC VOR OTS WEF  
0004281600-0004281800*

Explanation: The VOR is expected to go out of service at 1600 on April twenty-eight, 2000, and remain out until 1800 on April twenty-eight, 2000. At 1800, the NOTAM will be cancelled automatically by the USNS.

i. TIL: Indicates the date/time a condition will expire or terminate.

#### EXAMPLE-

*!ABC ABC VOR OTS TIL 0004281800*

Explanation: The VOR is expected to remain out of service until 1759. At that time, this NOTAM will be cancelled automatically by the USNS.

j. DLY: Indicates the event will occur at the same time during the stated time period.

#### EXAMPLE-

*!ABC ABC AP CLSD 1100-1900 DLY WEF  
0006011100-0006151900*

Explanation: The airport is closed from 1100 to 1900 daily from June 1, 2000, at 1100 until June 15, 2000, at 1900. This NOTAM will be automatically cancelled by the USNS on June 15, 2000, at 1900.

k. A NOTAM can contain only one effective period and/or one event/condition. If there are more than one effective periods and/or event/conditions, issue separate NOTAM's.

### 4-2-2. NOTAM ACCOUNTABILITY

Maintain separate accountability (NOTAM file) for each location whose weather report is disseminated via WMSCR and for the location of the tie-in FSS.

a. Issue NOTAM's for a weather reporting location whose report is disseminated via WMSCR under the location identifier of the weather report.

b. Issue all other NOTAM's under the location identifier of the tie-in FSS. This includes NOTAM's for weather reporting locations whose report is not disseminated via WMSCR.

c. Make NOTAM accountability changes by mail, administrative message, or FAX when known

sufficiently in advance. When the published accountability for a NOTAM is incorrect, change it by issuing a NOTAM under the published accountability. As soon as practicable after issuance, contact the USNOF by telephone or message and request they make the accountability change in the USNS tables. Issue all subsequent NOTAM's under the corrected accountability. If there are any current NOTAM's for the location, cancel and reissue those NOTAM's under the new accountability after the USNS tables have been changed. Notify ATA-100 of any NOTAM accountability changes.

#### **4-2-3. NOTAM'S FOR NAVAID IN DIFFERENT FSS FLIGHT PLAN AREA**

a. When monitoring a NAVAID located in a different FSS flight plan area, issue NOTAM's under the accountability of that FSS or the weather reporting location in accordance with para 4-2-2. Notify the other FSS of the issuance, subsequent action(s), and cancellation.

b. When notified of NOTAM action taken by another FSS monitoring a NAVAID located in your flight plan area, record the information on FAA Form 7230-4, Daily Record of Facility Operation.

## Section 3. CODING AND TRANSMISSION OF NOTAM'S

### 4-3-1. PREPARATION FOR TRANSMISSION

In order to assure that NOTAM's are processed and distributed properly, data for transmission must be coded as prescribed in this order.

### 4-3-2. AUTOMATIC DATA PROCESSING (ADP) CODES

The ADP equipment is programmed to accept and begin processing a NOTAM upon receipt of the ADP code.

### 4-3-3. NOTAM TRANSMISSION

a. The following examples illustrate the proper coding of NOTAM data for transmission by stations entering their own NOTAM data in the system.

LABS FORMAT:
GG KDZZNAXX 131345 KPIRYFYX !PIR PIR VOR OTS

MIFC FORMAT:
ORIGIN: PRECEDENCE: GG TIME: ACK: N ADDR: KDZZNAXX TEXT: !DEN DEN VOR OTS

b. A station entering its own NOTAM's and NOTAM's from a tie-in location.

LABS FORMAT:
GG KDZZNAXX 131345 KPIRYFYX !PIR PIR VOR OTS !FSD FSD AP CLSD

M1FC FORMAT:
ORIGIN: PRECEDENCE: GG TIME: ACK: N ADDR: KDZZNAXX TEXT: !DEN DEN VOR OTS !SAF SAF AP CLSD

c. When two or more new NOTAM's or cancellations, or a combination of new NOTAM's and cancellations are transmitted in a series, they shall be separated by the ADP code and a new line.

#### LABS FORMAT:

GG KDZZNAXX  
131500 KABQYFYX  
!ABQ C04/003  
!ABQ ABQ 8/26 CLSD  
!ABQ C02/057

#### M1FC FORMAT:

ORIGIN: PRECEDENCE: GG TIME: ACK: N  
ADDR: KDZZNAXX  
TEXT: !AND C10/011  
!AND AND 4/22 CLSD  
!AND C08/015  
!AND AND 17/35 CLSD

#### NOTE-

*No confirmation will be received on cancellations.*

### 4-3-4. TRANSMISSION OF NOTAM'S EXCEEDING 20 LINES

If the text of a NOTAM is expected to exceed 20 lines, you shall call the USNOF (1-888-876-6826) for assistance in composition and guidance.

### 4-3-5. CONFIRMING ACCEPTANCE BY THE NOTAM SYSTEM

a. When a new NOTAM is accepted into the NOTAM file, a copy of the NOTAM with the NOTAM number will be returned back to the originating facility and also sent to WMSC for distribution.

#### EXAMPLE-

*(Confirmation)*

GG KDENYFYX  
131346 KDZZNAXX  
!DEN 04/003 DEN VOR OTS

b. If the NOTAM is rejected, a USNS-generated service message will be relayed back to the facility of origin indicating the reason for rejection as shown in para 4-5-2.

### 4-3-6. TRANSMISSION BY ANOTHER FACILITY

When unable to transmit a NOTAM directly into the system due to equipment failure or other situation, relay the information to another facility and request that the data be transmitted into the system.

### 4-3-7. RETRIEVING DOMESTIC NOTAM'S.

Domestic NOTAM's shall be retrieved via NADIN using the following formats:

a. When the location identifier and number are known:

## LABS FORMAT:

GG KDZZNAXX  
041503 KTUSYFYX  
)SVC RQ DOM LOC=CID NT=02/020

## M1FC FORMAT:

ORIGIN: PRECEDENCE:GG TIME: ACK:N  
ADDR: KDZZNAXX  
TEXT: )SVC RQ DOM LOC=SPI NT=11/005

b. When the number only is known, provided the accountability is known:

## LABS FORMAT:

GG KDZZNAXX  
051612 KYNGYFYX  
)SVC RQ DOM ACC=FOD NT=03/040

## M1FC FORMAT:

ORIGIN: PRECEDENCE:GG TIME: ACK:N  
ADDR: KDZZNAXX  
TEXT: )SVC RQ DOM ACC=SEA NT=09/021

c. To request all NOTAM's for a given location:

## LABS FORMAT:

GG KDZZNAXX  
061832 KBZNYFYX  
)SVC RQ DOM LOC=DSM

## M1FC FORMAT:

ORIGIN: PRECEDENCE:GG TIME: ACK:N  
ADDR: KDZZNAXX  
TEXT: )SVC RQ DOM LOC=WJF

d. To request all NOTAM's for a given accountability:

## LABS FORMAT:

GG KDZZNAXX  
061832 KBZNYFYX  
)SVC RQ DOM ACC=FOD

## M1FC FORMAT:

ORIGIN: PRECEDENCE:GG TIME: ACK:N  
ADDR: KDZZNAXX  
TEXT: )SVC RQ DOM ACC=HHR

## Section 4. CANCELING/EXTENDING NOTAM'S

### 4-4-1. EXTENDING NOTAM DURATION

When there is a need to extend an existing NOTAM time duration, cancel the original NOTAM and reissue the data as a new NOTAM with the new time.

### 4-4-2. CANCELLATION OF NOTAM'S

a. To cancel a NOTAM, use the same serial number assigned to the original NOTAM by the USNS computer, preceded by the letter "C". If the serial number of a NOTAM cancellation is invalid (number not in a master file), no action is taken within the NOTAM system. A cancellation shall receive the same dissemination as the NOTAM it cancels. Do not carry the NOTAM text in the cancellation.

#### FORMAT:

!ABC C05/005
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b. Stations canceling NOTAM's shall check the NOTAM data to insure the NOTAM's deletion. Retransmit cancellations not acted upon.

c. Cancel NOTAM's containing erroneous information and reissue. Transmit a new NOTAM when data is received amending a current NOTAM, and cancel the previous NOTAM.

### 4-4-3. CANCELING PUBLISHED NOTAM DATA

a. When data appearing in a NOTAM is printed correctly in a publication or on a chart, cancel the NOTAM, but not the data. The cancellation shall be formatted in the following manner:

#### EXAMPLE-

*!ABC C05/005 PUBLISHED*

*or*

*!DEF C06/006 CHARTED*

#### NOTE-

1. A cancellation which is transmitted without an explanation means the NOTAM is canceled; e.g., *!GHI C07/007*

2. This type of cancellation is used by non-automated users.

b. NOTAM's shall remain current until the data is published in one or more of the following:

1. Airport/facility Directory (AFD).
2. En Route Low Altitude Charts.
3. En Route High Altitude Charts.
4. Instrument Approach Procedures (IAP's).
5. Notice to Airmen Publications.
6. Standard Terminal Arrivals (STAR's).
7. Departure Procedures (DP's).
8. Supplements (Alaska and Pacific).
9. Charts (VFR):
  - (a) Sectional Charts.
  - (b) World Aeronautical Charts (WAC's).
  - (c) Terminal Area Charts (TAC's).

c. NOTAM's concerning Army airfield operations shall, in addition to the above listed sources, be researched in the Army Aviation Flight Information Bulletin if applicable.

## Section 5. COMPUTER-GENERATED NOTAM SERVICE MESSAGES

### 4-5-1. MONITORING

a. All input transmissions from a facility are monitored by the USNS computer for the presence of an ADP code. The validity of the station identifier, format, and times are also checked before the USNS computer assigns a number and updates the NOTAM master file.

b. Errors in the station identifier or the format will result in a computer-generated service message being sent to the facility of origin. The service message will identify the NOTAM parameter which was in error. A rejection (R) requires corrective action as soon as possible.

c. When a NOTAM is rejected, it is not distributed. It will not be stored in the NOTAM master file, and it will not be available by request-reply. Error messages are not stored in the master file.

### 4-5-2. NOTAM SERVICE MESSAGES

If data is entered incorrectly, it will be rejected. Each rejection will be preceded with a service message (SVC) explaining the cause for the rejection.

a. Invalid accountability location for a specific affected facility.

**EXAMPLE-**  
GG KCLEYFYX  
071356 KDZZNAXX  
/SVC LOCATION NOT VALID FOR CLE  
CLE LNN LSR EXC E2500 9/27

b. Invalid NOTAM accountability location.

**EXAMPLE-**  
GG KRDUYFYX  
071402 KDZZNAXX  
/SVC NOTAM D ACCOUNTABILITY NOT FOUND NLN  
LNN RWY CLSD

c. Invalid affected location.

**EXAMPLE-**  
GG KCLEYFYX  
071333 KDZZNAXX  
/SVC NOTAM (D) LOCATION NOT FOUND  
CLE VBV RWY CLSD

d. Invalid cancellation.

**EXAMPLE-**  
GG KBUFYFYX  
081822 KDZZNAXX  
/SVC XXXXXXXX DATE TIME  
CANCELED NOTAM NOT ON FILE FOR ABOVE AC-  
COUNTABILITY  
BGM C01/050

**NOTE-**  
X Field is internal USNS data.

e. Invalid input format.

**EXAMPLE-**  
GG KDRIYFYX  
092245 KDZZNAXX  
/SVC INVALID SPACE BEFORE  
ACCOUNTABILITY

f. Unclear times.

**EXAMPLE-**  
GG KCOUYFYX  
252321 KDZZNAXX  
/UNCLEAR DURATION OR EFFECTIVE TIME  
MCI MCI VOR OTS WEF 0001251330

**NOTE-**  
The NOTAM was inserted after 1330 on the 25th of January and the NOTAM system cannot determine whether the NOTAM is for the present day after the fact. The NOTAM must be reissued either with a new beginning time or with an ending time only.

**EXAMPLE-**  
GG KOAKYFYX  
232323 KDZZNAXX  
/UNCLEAR DURATION OR EFFECTIVE TIME  
OAK OAK DME OTS WEF 0001231630-0001230000

**NOTE-**  
The time of 0000 can only be used as a beginning time. The NOTAM must be issued with a correct ending time.

**EXAMPLE-**  
GG KCXOYFYX  
191632 KDZZNAXX  
/UNCLEAR DURATION OR EFFECTIVE TIME  
CXO CXO AP CLSD WEF 0001262300-0001261600

**NOTE-**  
Any NOTAM issued with an ending time less than the beginning time must have a ten-digit date/time group later than the effective time.